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23 MAR 1964

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report for
FEBRUARY 1964

1. The attached tables and charts reflect some of the activities of certain components of the Office during February 1964.
2. The statistics in the tables are compiled by the component concerned and refer to the current month.
3. The charts are prepared in this Office from the statistics in the tables and afford a means of comparing the various accomplishments, work loads, and activities from the beginning of the current fiscal year to date.
4. Statistics on the polygraph operation of the Interrogation Research Division are included for the first time. These statistics will be reported monthly and eventually a chart will be prepared to reflect the work load over the months for that Division.
5. Following are noteworthy items for the month:
 - a. The Director of Security participated in the following activities: conferred with General Carter and Dr. Wheelon regarding contracting and security responsibilities for the NRO program; visited the [REDACTED]; briefed and furnished a memorandum to the General Counsel of the Army on "Personnel Security Procedures in CIA;" addressed the Security Officers Field Course No. 14; briefed the Assistant General Counsel (Manpower), Department of Defense, on the Agency's polygraph program and policies; attended a luncheon hosted by

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General Carter for Senator Mechem of New Mexico; and with the Deputy Director of Security conferred with Mr. Ray Laugel, Acting Deputy Assistant for Security, State Department, on mutual security problems.

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d. The Chief, IRD, briefed the Deputy Director for Support on the functions of IRD.

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h. The Director of Security launched the OS/SRD Index Conversion Program with the editing of the first index cards by three

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contract employees who had completed their initial training.

i. The Office of Security reactions to the recommendations on security and counterintelligence made by the President's Foreign Intelligence Board after reviewing the [] were submitted to the Office of the Deputy to DCI/NIPE. The Agency response to FIAB will be prepared by the NIPE office.

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j. A register of foreign liaison contacts in the United States has been established in the Office of Security. Procedures for the maintenance of this register and the reporting responsibilities have been developed and established. A proposed Headquarters Regulation implementing this program has been submitted.

k. A report was prepared for the Executive Director-Comptroller on the security aspects of foreign intelligence liaison contacts in the U. S. and forwarded to the Deputy Director for Support for signature.

l. A program entitled "Supervisory Responsibility in Maintaining Personnel Security" was submitted to the DDCI for approval and implementation. Basically, the program is designed to strengthen Agency personnel security by requiring supervisors to be more observant of employees under their jurisdiction.

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m. A proposed Security Appendix to the [] War Plan was prepared and furnished the War Plans Staff. This document sets forth the basic Security policies and procedures for supporting [] during general war and lesser emergencies.

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n. Security advice was provided to FE Division concerning the expansion of the WALNUT System (field aperture card) for []

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p. A Physical Security Survey Report Form was forwarded to each Career Security Officer overseas for use in conducting station security surveys. This form will standardize the reporting of survey results.

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t. Security escort was provided for a vehicular movement of classified material from Alexandria, Virginia to New York City.

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v. The TSO/CIA reviewed the construction plans for the proposed erection of an [redacted] manufacturing plant in Alexandria in order to ensure the existence of adequate physical security safeguards.

w. In coordination with DIA/SAO, construction plans for the special materials portion of the National Military Command Center of the Joint Chiefs of Staffs were reviewed and approved.

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x. [redacted] were appointed Security Advisor and Alternate, respectively, to the Agency Honor and Merit Awards Board.

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z. Five professional employees attended the IBM Executive Seminar on automatic data processing. One professional employee attended a Civil Service Commission ADP course. 152 clerical

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employees were given an orientation on basic ADP fundamentals.



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Executive Officer

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